

1. System Advisory Notice #5 is being issued to provide processing instructions/guidance to the retroactive locality adjustment for Demonstration Projects.

2. **Background.**

- a. All Demonstration Projects have custom processes that provide the capability to produce their annual salary payout in mass; however, there is no mass 895 process. CPMS reviewed each of the existing mass salary processes to determine the feasibility of using these processes to accomplish the retroactive locality adjustment by producing a second NOA 894 Pay Adjustment. In order to do this, Lockheed Martin modified the business edits in DCPDS that currently prevents a second NOA 894 from being processed on the same effective date (CRT 03-5590-DoD).
- b. Testing revealed that the following processes can be used to process a second NOA 894 in order to accomplish the retroactive locality adjustment:

Demonstration Project	Mass Process
Air Force Lab Demo	Air Force Demo Salary Payout
Army Lab Demo	Army Lab Demo Salary Payout
DoD Acq Demo	DoD Acq Mass Salary Payout
Warfare	NSWC NUWC Demo Comp Payout
Naval Research Lab (NRL)	NRL Mass Payout

The system will populate the 'To' Basic Pay with the employee's salary as of 12-Jan-2003 and compute the new Locality Adj based on the new locality percent.

Note: The mass processes for Air Force Lab Demo and Army Lab Demo allow the user to input a remark to document the retroactive payout. The DoD Acq Demo, Warfare and NRL processes do not.

- c. Several issues were identified during the 10.7 testing with the China Lake and SPAWAR mass processes that will preclude their use for the retroactive locality adjustment. **Individual NOA 895s, Locality Payment**, will need to be processed manually for these two Demonstration Projects. Users must wait for the new locality percentages to be added to DCPDS (scheduled to be applied to the field on Friday, April 25<sup>th</sup>) before starting to process the 895s. The updates to the China Lake's pay tables will also be applied on Friday.
- d. We still have the same issue that was previously identified in the first pay adjustment timeframe with Demonstration Project employees who have Other Pay and processing NOA 894 Pay Adjustment. Personnel/Payroll Interface Workaround 03-0004 instructs the user to manually process an 810, Change in Allowance/ Differential, transaction to take the employee off of 'Other Pay', then process the 894, Pay Adjustment, action and then process another 810 transaction updating the appropriate 'Other Pay' field to the new amount. Our 10.7 testing has identified that we have the same problem when processing an NOA 895 on employees with Other Pay. The same workaround that was issued for the NOA 894 problem will be the solution to the NOA 895 problem.

3. **General Guidance for Demo Mass Processing:** As with the January payouts, the mass processes for the Demonstration Projects cannot be executed until after the GS mass salary processes have completed. To help insure successful execution of your mass processes, we recommend that you suspend the running of Suspense, Futures and Security List Maintenance while the mass processing is taking place so they are not competing for the same resources.

- a. **Air Force Demo Salary Payout:** This process can be used by Air Force Lab Demo to produce a second NOA 894 without any coding modification. The process allows for the inclusion of a remark to document the retroactive locality adjustment. If the original NOA 894 included a broadband

movement, the “From” side of the second 894 will reflect the new broadband. The SRA contractor will provide CPMS with the upload files for processing. Coordination with CPMS is required for staging of the data to your regional server for processing. CPMS will provide spreadsheets of data that has been staged for quality review. Users must wait for the new locality percentages to be added to DCPDS (scheduled to be applied to the field on Friday, April 25<sup>th</sup>) prior to executing the mass process. The record format for the upload file for the second NOA 894 is:

Maximum Field Length	Value	Remarks
2	SOID	Required Input
1	,	Delimiter
9	SSAN	Required Input
1	,	Delimiter
30	Employee Name	Optional Input (Note: a comma in the employee name is not allowed)
1	,	Delimiter
6	Effective Date	Required Input Format YYMMDD
1	,	Delimiter
6	New Basic Salary	Required Input Cents Not Included
1	,	Delimiter
6	Date Last Increase	Not Applicable
1	,	Delimiter
6	Date Last Promotion	Not Applicable
1	,	Delimiter
2	Demo Broadband	Not Applicable
1	,	Delimiter
50	Position Title	Not Applicable
1	,	Delimiter
3	Remark_Code_1	Optional Input
1	,	Delimiter
90	Remark_1_Insertion	Optional Input (Note: a comma in the insertion value is not allowed)
1	,	Delimiter
3	Remark_Code_2	Optional Input
1	,	Delimiter
90	Remark_2_Insertion	Optional Input (Note: a comma in the insertion value is not allowed)
1	,	Delimiter
3	Remark_Code_3	Optional Input
1	,	Delimiter
90	Remark_3_Insertion	Optional Input (Note: a comma in the insertion value is not allowed)
1	,	Delimiter
31	Psn Desc No +'. ' + Seq No	Not Applicable

### Sample record:

9X,123456789,SMITH JAMES,030112,097874,,,,,ZZZ,This Pay Adj effects the retroactive locality adjustment authorized by EO 13291,,,,,

Note: Trailing commas are required. If applicable, exclude any Air Force Lab Demo employees who are assigned to an overseas GEOLOC since they are not entitled to locality pay.

- b. **Army Lab Demo Salary Payout:** Since this process allows the user to include the “To” Locality Adj amount in the upload file, Army Lab Demo was able to process their second NOA 894 without modification to the process. All mass processes for Army Lab Demos for the retroactive payout have been executed.
- c. **DoD Acq Mass Salary Payout:** This process can be used to produce a second NOA 894 for employees in the DoD Acq Demo. The code does not permit the wording of the remark in the upload file format to be changed; however, the remark can be omitted. The SRA contractor will provide CPMS with the upload files for processing. Coordination with CPMS is required for staging of the data to your regional server for processing. CPMS will provide spreadsheets of data that has been staged for quality review. Users must wait for the new locality percentages to be added to DCPDS (scheduled to be applied to the field on Friday, April 25<sup>th</sup>) prior to executing the mass process. The format of the record for the second NOA 894 is:

U6ZCA BA576062111 PTI8DM AJB030112. ALS02961800. VFZ??. APBY451.. -

Note: If applicable, exclude any DoD Acq Demo employees who are assigned to an overseas GEOLOC since they are not entitled to locality pay.

- d. **NSWC NUWC Demo Comp Payout:** This process can be used by Warfare to produce a second NOA 894. Processing procedures remain unchanged. The user will pass a value of ‘0’ (zero) in the ‘Increase Percent’ parameter.

The screenshot shows the 'Submit Requests' application window. The 'Name' field is set to 'NSWC NUWC DEMO COMP PAYOUT'. The 'Parameters' dialog box is open, showing 'Increase Percent' set to 0 and 'Effective Date' set to 12-JAN-03. The 'Print Options' section shows 'Copies: 1', 'Style: A4', and 'Printer: bld663\_p0354ps'. The 'Run Options' section shows 'Resubmit: Never' and 'To Start: 21-APR-2003 14:30:26'. The 'Submission History' table is empty.

Note: No remark is printed on the NPA.

- e. **NRL Mass Payout:** This process can be used by NRL to produce a second NOA 894 without any coding modification. If the January payout included a promotion action, the “From” side of the second 894 will reflect the new Pay Plan/Grade. DCPDS uses the Locality Amount provided in the upload file rather than computing this amount based on the locality percentages in the system. Coordination with CPMS is required for staging of the data to your regional server for processing. CPMS will provide spreadsheets of data that has been staged for quality review. The record format for the upload file for the second NOA 894 is:

Position Location	Field Size	Value	Remarks
1	2	First 2 characters of Last Name	Required
3	9	SSAN	Required
12	8	UIC	Not Applicable – null
20	6	ORG_CODE	Not Applicable – null
26	1	RIF_CATEGORY	Not Applicable – null
27	2	OVRALL_CONT_SCORE	Not Applicable – null
29	2	PAY_PLAN	Not Applicable – null
31	2	GRADE	Not Applicable – null
33	8	OLD_BASIC	Required
41	4	GEN_INC_PERCENT	Not Applicable – zero fill
45	4	GEN_INC_DOLLARS	Not Applicable – zero fill
49	8	MERIT_DOLLARS	Not Applicable – zero fill
57	8	NEW_BASIC_SALARY	Required
65	4	LOCALITY_PERCENT	Required
69	5	LOCALITY_AMOUNT	Required
74	8	NEW_ADJUSTED_PAY	Required
82	5	CASH_DOLLARS	Not Applicable – zero fill
87	3	TIME_OFF_AWARD	Not Applicable – zero fill
90	2	DCA_PERCENT	Not Applicable – zero fill
92	5	DCA_DOLLARS	Not Applicable – zero fill
97	31	CPCN	Not Applicable - null

**Sample record:**

AA123456789

045616 00000000000000 045616 124805693051309 0000000000000000

Note: If applicable, exclude any NRL employees who are assigned to an overseas GEOLOC since they are not entitled to locality pay. Also, this process does not allow the user to add a remark to the NPA.

4. Please review all system advisory notices and ensure these SANs are shared with everyone who is involved in this effort. If you have any questions or concerns, please send an email to Mitzy Taylor and Vickie Chanza. Your questions will be reviewed, answered, and provided to all in the next advisory. For Demo questions, the email should be addressed to Cathy Russell and Janet Hernandez, cc Mitzy and Vickie. For Pay Tables questions, the email should be sent to Linda Moy.